Travel Voucher Beginning "In Travel Status"

Objectives:

- Create the final Travel Voucher from Authorization for a long term TDY
- Understand how to file multiple-vouchers

Notes:

Trips greater than 30 days will result in a dollar based obligation.

This allows multiple vouchers to be submitted against the travel authorization.

It also allows a preparer to amend the Travel Authorizations after voucher(s) have been submitted, as long as the obligation is not being reduced below what has already been paid.

Instructions: Execute the following steps:

The final 30 days of your trip have passed, and you have now returned home. Per FTR 301-52.7, if on continuous travel status, vouchers need to be filed every 30 days. Each voucher can not claim the same expenses that were previously claimed. For example, if on the first voucher you claimed the cost of the airline ticket and transaction fee, those costs can not be claimed on any other vouchers. Your POV costs include a person taking picking you up from the airport and returning you home. Your costs included the following:

5/29 - 25 miles one way to airport using private vehicle (POV)

Hotel - \$92.00/night

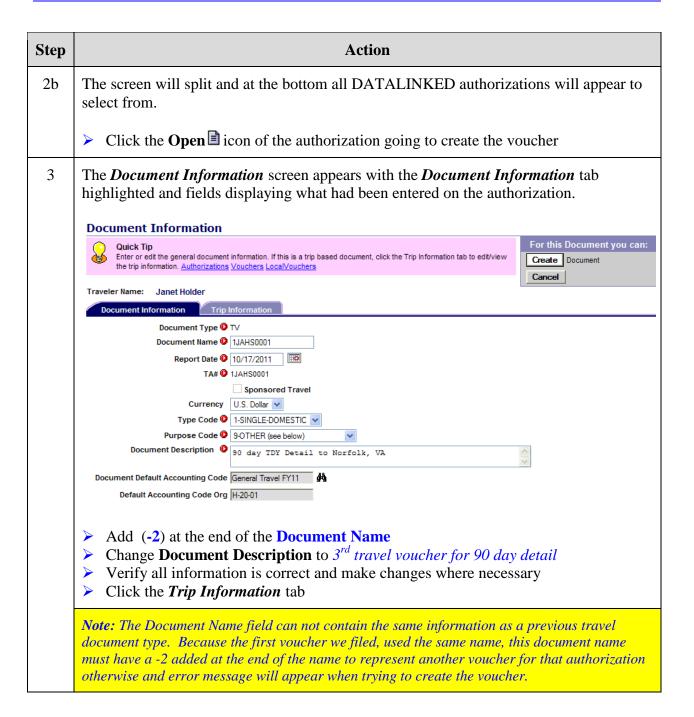
Hotel Tax - 15.26/night (x28 = 427.28)

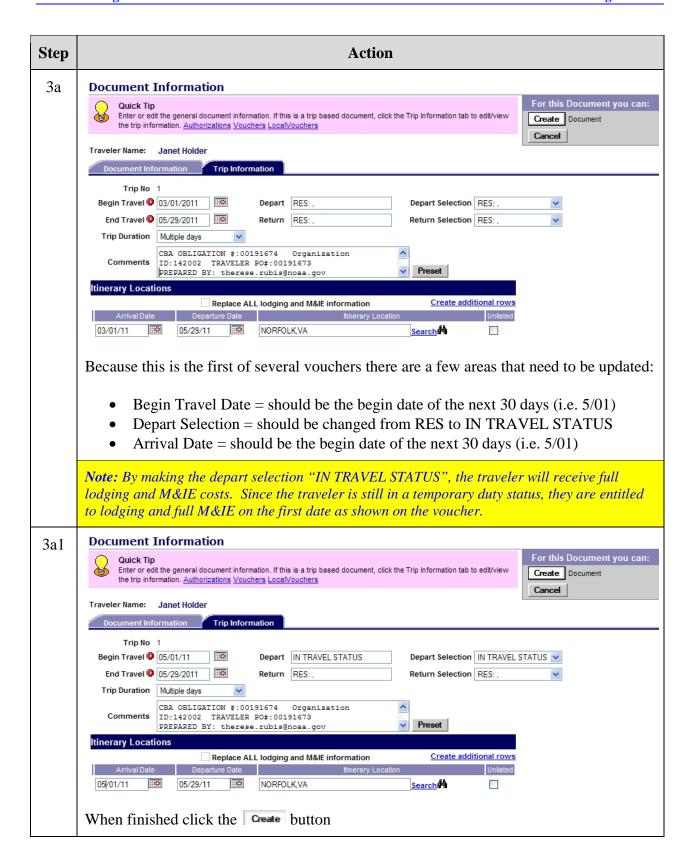
Parking - \$12/night (x30 = \$348.00)

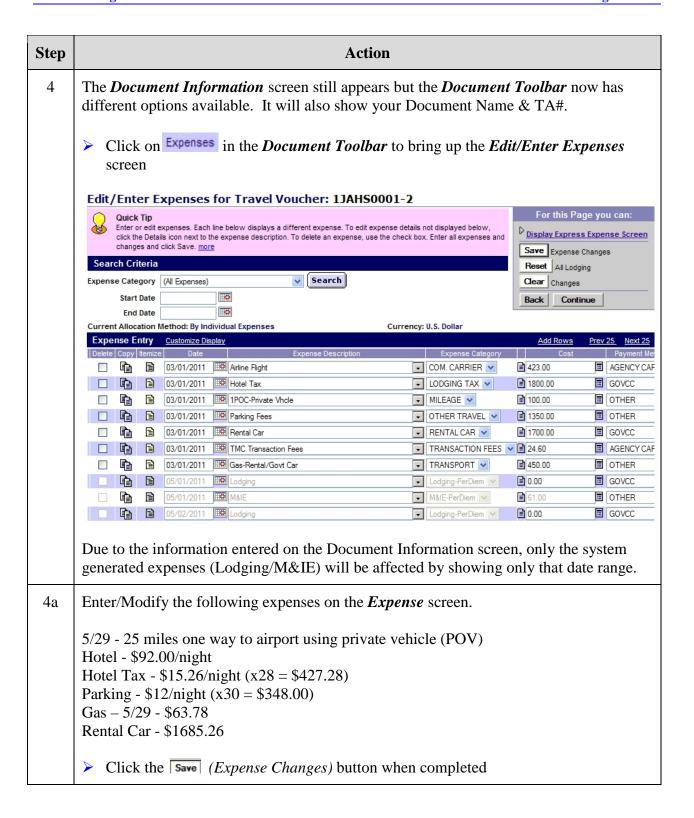
Gas – 5/29 - \$63.78

Rental Car - \$1685.26

| Step | Action |
|------|---|
| 1 | From the <i>Home</i> screen: Click Create New Document from the <i>Document Toolbar</i> |
| 2a | Click on the Lookup icon by either the VNum or Traveler Name field Click on the VNum to select your traveler. Click on the Document Type drop-down listing and select TV from TA Click the Create (this Document) button |







| Step | Action |
|------|---|
| | Notes: If you look at the first day of expenses you'll notice the traveler got full lodging and M&IE costs. |
| | You will have to delete any costs that are not applicable to the voucher being created. |
| | Make sure to change the start date of the expenses that are not system generated (i.e. parking) |
| 5 | Click on Accounting in the <i>Document Toolbar</i> to open up the <i>Available Accounting Code</i> screen. Make any necessary changes to the accounting code. |
| 6 | Click on Totals in the <i>Document Toolbar</i> to open up the <i>Total Details</i> screen. |
| 7 | Click on Preview Document in the <i>Document Toolbar</i> to have a new window open with the print preview of your travel document. |
| 8 | Click on Perform Pre-Audits in the <i>Document Toolbar</i> to open up the <i>Pre-Audit Results</i> screen. |
| 9 | Click on Document Status in the Document Toolbar to open up the Status screen. |
| | Enter your Signature PIN Enter your Remarks if any Click the Stamp (and Submit Document) button |
| | Note: Reminder Group Administrators are not allowed to stamp the voucher SIGNED. The Traveler has to be the one stamping the voucher SIGNED to initiate the electronic routing. |
| 10 | The <i>Pre-Audit Results for Document #</i> screen appears. |
| | Verify the document status is PASS Click the Continue (Stamping the Document) button |
| | The <i>Signature</i> screen appears with a statement that should be read. |
| | Click the Accept (Signature Text) button |
| | The document will then be routed to the first level of the electronic approval process and you will be taken back to the <i>Home</i> screen where you will have a message that tells you the email(s) of the person/people that a message was sent. |